



## Standard Driveway/Crossover Applications (2022/2023)

Made under Section 138 Roads Act 1993 (NSW)

Application Fee: \$248.00 (2022/2023)  
Inspection Fee: \$264.00 (2022/2023)  
Additional Inspection Fee: \$75.00 (2022/2023)

### Applicant Details

Name/Company name	<input type="text"/>	Contact Person	<input type="text"/>
Address	<input type="text"/>	Phone	<input type="text"/>
		Fax	<input type="text"/>
Email	<input type="text"/>		

Is the applicant also the contractor for the work?  Yes  No

### Contractor Details (if not the applicant)

Company's name	<input type="text"/>	Contact Person	<input type="text"/>
Address	<input type="text"/>	Phone	<input type="text"/>
		Fax	<input type="text"/>
Email	<input type="text"/>		

### Location and Nature of Proposed Works

Address of where works to be Completed

Proposed commencement date  Proposed completion date

*(Please note Council requires a minimum of 10 working days to process your application, please ensure adequate notice is given prior to commencement date.)*

Will the application be related to any of the below, if applicable please supply reference number:

DA Application

CDC Application

*Private or Council*

Stand Alone/Existing

### Required documentation for Driveway/Crossover

- Attach copy of design plans for approval, to ensure they meet Council Standards. (example of what is required on a site plan is on the following page)
- Provide photographs that clearly depict any existing damage to the road kerb, gutter, footpath, driveways, state trees, street signs or any other Council assets in the vicinity of the development at the time of the lodgement of this application. A minimum of three photos showing a close up of the work area and two long shots from either end of the works are required to be submitted.

### WHERE APPLICABLE Council may require

- Worksite traffic/pedestrian control plan prepared by an RMS accredited designer
- Evidence of min \$20m Public Liability Insurance
- Dial Before You Dig cover sheet including the sequence numbers for Telstra & Essential Energy (required for driveway construction, and any activity requiring excavation or ground penetration)
- External Approvals i.e. TF NSW, NSW Police
- Contractors working on behalf of Utility providers i.e. Essential Energy, Jemena and Telecommunications Networks must provide authorisation from said service providers.
- Notification letters to residents/businesses of proposed works.
- Outline environmental protection measures.
- Damage bond, may be required if assessing officer deems fit.

### Declaration of Applicant

I/we, the applicant, apply to Goulburn Mulwaree Council, as the roads authority for the road and/or road reserve, for consent to undertake the above mentioned works. I declare that all information I provide is true and correct. I have read and agree to abide by the conditions of approval of this permit and any specific conditions that may apply to this approval.

Signature of Applicant

Print Name

Date

*Council collects personal information only for a lawful purpose that is directly related to Council's functions and activities. Council is required under the Privacy & Personal Information Protection Act 1998 (PPIPA) to collect, maintain & use your personal information in accordance with the Privacy Principles & other relevant requirements of the PPIPA. For further information or clarification please contact Council's Privacy Officer or refer to Council's Privacy Management Policy at [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au)*

## CONDITIONS OF APPROVAL

### 1.1 General

A permit to work within a Goulburn Mulwaree Council Road (GMC) Reserve will be issued under these conditions of approval. The Applicant in signing the application form, agrees to comply with the conditions of approval.

GMC usually allows 10 working days from the day of application to process. Please ensure lodgement of forms are submitted at least 2 weeks prior to commencement of works.

The approval of the Permit to Work within GMCs Road Reserve is valid for 12 months from the date approved and provided in Accordance with *Section 138 of the Roads Act 1993 (S138)*.

**Note:** If works are not completed in the allocated timeframe you must notify council 2 weeks prior to the permit expiring seeking an extension, otherwise works cannot continue to proceed until you have a valid permit.

Failure to follow this process may result having to re-apply and repay another application fee.

### 1.2 Hours of Work

All construction work shall be carried out in accordance with the 'Noise Guide for Local Government' published by the NSW EPA and shall reflect any latest changes introduced as amended from time to time.

Works shall be scheduled so that commercial premises are not impeded during the working hours.

### 1.3 Documents on Site

It is the applicant's responsibility to ensure:

- a) Traffic control measures are implemented and maintained in accordance with the most current version of the Australia Standards and the Transport for NSW Manual – "Traffic Control at Worksites"
- b) A current Public Liability Insurance certificate of a minimum \$20 million specific to the works; and workers compensation insurance, are both maintained for the duration of the works.
- c) Where the proposed works affects any Public Utility Authority installation. The following Authorities should be consulted:
  - Dial Before You Dig ph: 1100 (including telephone, gas, and electricity).
  - Council ph: (02) 4823 4444 (including water and sewer location diagrams).
  - At the completion of work, the applicant is to ensure that the area surrounding the driveway is backfilled and verge seeded to alleviate pedestrian hazard.
- d) A risk assessment must be completed prior to commencement of works and kept on site with all documentation, at all times. The applicant must minimise risk to all workers and public on or near the site and ensure safety is accommodated at all times.

**Note:** If documents are not available on site and/or not being complied to, GMC can authorise a stop works order. Effectively shutting the site immediately until deemed appropriate by the assessing officer.

### 1.4 Environmental Protection Measures

All sediment & erosion control measures are maintained at all times to the satisfaction of Council. The applicant must ensure all measures are applied during the duration of the works.

All work on rural roads must be carried out in accordance with the measures identified in the Review of Environmental Factors (REF) for Goulburn Rural Road Maintenance Works 82016019-01/Report 001 Ver. 2. For extensive or high risk work an REF is required to be submitted for approval with the application.

Removal of trees and vegetation is not permitted. In cases where this may be necessary GMC will inspect the trees or vegetation and determine whether removal can proceed. GMC will condition any tree or vegetation removal to minimise environmental impact.

The applicant is responsible for disposing of all excess spoil; noting that excess materials/spoil must NOT be placed or stored on the road reserve.

### **1.5 Vehicular Access Way Design - Residential**

The applicant must design and construct the sealed residential vehicular access way in compliance with the following;

- a) Must be designed to ensure that vehicles entering the site will not scrape/strike the surface of the carriageway, layback or vehicular access way. (refer to Australian Standard AS 2890.1 Section 2.5.3(d) for maximum permissible change of grade)
- b) Must be designed in accordance with Council's Standard Drawings and AS 2890.
- c) Any utility pit within the driveway and 700mm from the edge of the driveway must be installed with a trafficable lid.
- d) Any stormwater pit must have a clearance of 1500mm from the edge of the driveway.
- e) A minimum clearance of 1000mm from any power or lighting pole, 700mm from any kerb inlet pit lintel and 2500mm from any street tree shall be achieved from the edge of the driveway.
- f) The driveway in the road reserve is to be 90 degrees to the road.
- g) The width of the vehicular access way at the property boundary and kerb/layback shall comply with the Council Standards and AS 2890.
- h) Any twisting of the driveway access must occur entirely within the applicant's property boundary.
- i) The driveway profile shall be finished in compliance with AS 2890.1 and shall be constructed to prevent any water ponding and any stormwater from going into the garage.
- j) The driveway levels shall match the existing levels at the property boundary.
- k) Where no footway exists, the nature strip on each side of the driveway must be battered smoothly at a grade no steeper than one in four to maintain acceptable stands for pedestrians and allow the future provision of concrete foot paving.
- l) Clearance to other services (if any) shall be by approval of the relevant service authority.

### **1.6 Vehicular Access Way Design – Rural Residential**

The applicant must design the sealed rural residential vehicular access in compliance with the following;

- a) Existing redundant vehicular access or gates to be removed and fenced appropriately to current council requirements.
- b) The sealed vehicular access way must be designed to ensure that vehicles entering the site will not scrape/strike the surface of the carriageway, layback or vehicular access way;
- c) The sealed vehicular access way must be constructed in accordance with Council's Standard Drawings and AS 2890.
- d) Any twisting of the driveway access must occur entirely within the applicant's property boundary.
- e) A cross section along the centre-line of each access way to a distance of 20m to within the property boundary at a scale of 1:50 to be taken from the centre of the road and must include all changes of grade both existing and proposed.
- f) The design of the vehicular access way must not permit stormwater runoff from the road to be conveyed into the site.
- g) The driveway in the road reserve is to be 90 degrees to the road. The driveway in the road reserve is to be 90 degrees to the road.
- h) Reinstate all areas within Council's road reserve to the equivalent conditions.
- i) Clean debris from driveway pipe and nearby drain to facilitate water flow.
- j) The requirement for installation of guide posts and reflectors may be determined by a delegated Council Officer.
- k) Keep all documents on-site at all times (Notice of Determination, Conditions of Approval, TCP and Risk Assessment).

- l) Notice of work is to be sent out to surrounding residents and businesses affected by the works.
- m) Culvert pipe are to be installed in accordance with the AS 3725 and meet the methods outlined in the AUS-SPEC handbook of Stormwater Drainage and Design.
- n) A minimum of 2 working days shall be provided for inspection of works by Council.

### **1.7 Damage to Services or Infrastructure**

Where any damage is caused to any existing services, utilities or infrastructure through work being carried out in relation to this permit, report the damage immediately to the relevant Authorities and comply with any instructions issued by those authorities.

Where damage is caused to GMC assets (i.e. footpath, road verge, road pavement surface, street furniture, footpath, kerb and gutter, driveway, roadside drainage, street lightning or underground facilities etc.), report this damage immediately to GMC and the applicant will be responsible for any necessary repairs and associated costs.

### **1.8 Reinstatement**

The applicant and any contractor, servant or agent of the applicant must reinstate all areas within the GMC road reserve, affected by the work, to the equivalent condition. Carriageways and pathways which have a concrete, asphalt or paved surface must be restored the full width of the pavement. All restoration works must be carried out in accordance with the Council's "Standards for Engineering Works" and AUS-SPEC specifications, and must be to the satisfaction of the Director of Operations and at no cost to GMC.

#### [Standards Australia GMC Standard Drawings](#)

Where the reinstatement works are not completed satisfactorily, GMC will notify the applicant in writing of the defects. It is the responsibility of the applicant to then rectify the defect immediately without cost to the GMC, otherwise a third party maybe engaged by GMC to complete the reinstatement works to a satisfactory standard at the applicants expense, including all costs incurred by GMC.

### **1.9 Non-Compliance**

If the applicant fails to comply with any of the requirements of this permit, GMC reserves the right to suspend all or any site works, within the GMC Road Reserve, deemed to be non-compliant with this permit or posing a hazard to any person or asset without being subject to any costs to GMC.

GMC reserves the right to rectify any hazards caused by the works if the applicant fails to do so, and the GMC will recover all costs from the applicant, which are associated with the rectification works.

### **1.10 Inspections**

GMC Asset and Design section will undertake two inspections. One prior to the pouring of any concrete or prior to the excavation/opening/trenching, and the second and final one upon completion. The inspection fees per Council's schedule of fees and charges must be paid prior to booking the inspection. Inspections must be booked at least **2 business days** prior to inspection.

Any additional inspections will be charged at the additional inspection fee as per Council's schedule of fees and charges.

**Note:** Council may carry out random audits where works are undertaken within the Road Reserve. Failure to comply with the conditions as outlined on the Notice of Determination (NoD) will result in cancellation of s138 permit.

### **1.11 Tree Bond**

Where a tree is required to be relocated, a Tree Bond in accordance with Council's fees and charges required to be paid for prior to issue of the Notice of Determination.

### **1.12 Damage Bond General**

A public infrastructure damage deposit of \$3000 for a single Lot frontage or \$5000 for a corner Lot or \$5000 for road closure, road opening including footpath may be required to be paid to Council, determining on resolution of the application.

The relevant damage bond value will be imposed as a condition of consent. The payment of the damage bond to Council shall be accompanied by a completed damage bond application form which outlines accepted methods of payment.

The damage bond will only be eligible for refund upon satisfactory completion of all works. All costs associated with any reinstatement works required to be carried out by Council to rectify any damage caused by the works, shall be deducted from the damage deposit.

**Note:** A bond administration fee applies to the lodgement of this bond. Bond values and administration fees are calculated at time of actual lodgement in accordance with Council's adopted Fees and Charges and may differ from the above.

Any damage to Council's infrastructure and assets, caused by the undertaking of the works must be reinstated on a like for like basis and in accordance with Council's engineering standards prevailing at the time of the satisfaction of Council as the roads authority and prior to the issue of an Occupation Certificate.

### **1.13 Damage Bond Refund**

It is the responsibility of the applicant to advise Council that works are completed. The damage bond will be refunded once a written request has been received and a final inspection of the site deems the works completed to a satisfactory condition, as determined by the Director of Operations. The refund payment will be by direct deposit to the original drawer. Council will request the bank details at the time of the refund. If the applicant requires the refund payment to be in another name, a written request must be forwarded to Council prior to refund of the bond.

**Note:** you can write to Council at:

**Goulburn Mulwaree Council  
Locked Bag 22  
Goulburn NSW 2580**

Or

Email at;

**council@goulburn.nsw.gov.au**

### **1.14 Declaration**

Signing this document certifies that the applicant has read and understands all of the requirements and conditions contained herein and hereby undertakes to carry out works in compliance with the terms and conditions of approval of this permit.

**Note:** Please email the signed copy of completed permit application form to Goulburn Mulwaree Council's Design & Assets Engineer.

Emails are to be sent to [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au).